



# 2008 Urban Drought Assistance Grant Program Proposal Solicitation Package

**APPLICATION DUE DATE:**

**July 21, 2008**

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**NOTICE OF PUBLIC WORKSHOP FOR THE  
PROPOSAL SOLICITATION PACKAGE**

**FOR THE**

**2008 URBAN DROUGHT ASSISTANCE GRANT PROGRAM**

**Schedule**

<b>June 30, 2008</b>	<b>Release Drought Assistance Grant Program PSP</b>
<b>July 8, 2008</b>	<b>Workshop Web Cast 10:00 am</b>
<b>July 21, 2008</b>	<b>Applications due on FFAST no later than 5 PM</b>
<b>July 31, 2008</b>	<b>Awards announcement</b>
<b>August 25, 2008</b>	<b>Last contract signed</b>

To participate in the interactive webcast workshop on July 8, 2008 at 10:00 am, go to [www.water.ca.gov](http://www.water.ca.gov) and follow the featured link.

The complete text of the **2008 Urban Drought Assistance Grant Program** Proposal Solicitation Package (PSP); and the application forms are available at:

[www.owue.water.ca.gov/finance/index.cfm](http://www.owue.water.ca.gov/finance/index.cfm)

**Purpose of the  
Workshop Web Cast:**

To provide information about the Drought Assistance Grant Program, funds, application process and how to apply via the Financial Assistance Application Submittal Tool (FFAST) application process. For more details, a Power Point Presentation is available on the following website: [www.owue.water.ca.gov/finance/index.cfm](http://www.owue.water.ca.gov/finance/index.cfm)

**Workshop Agenda:**

- Urban Drought Assistance Grant Program:  
Application Process
- Funds
- FFAST Presentation

**One Step Process  
Proposals**

Submit an on-line application on FFAST.  
Due Date: 5:00 PM on July 21, 2008

**For More Information**

Please contact Baryohay Davidoff at (916) 651-9666 or by e-mail at [baryohay@water.ca.gov](mailto:baryohay@water.ca.gov) or [WUE@water.ca.gov](mailto:WUE@water.ca.gov)

**PROPOSAL SOLICITATION PACKAGE**

**FOR THE**

**2008 URBAN DROUGHT ASSISTANCE GRANT PROGRAM**

**INTRODUCTION**

Pursuant to the Governor's Executive Order declaring Drought conditions in the State, the Department of Water Resources (DWR) is seeking proposals for immediate implementation of urban water use efficiency projects to help urban communities cope with water shortages and drought conditions. This grant program will provide fast track financial drought assistance for urban water use efficiency projects.

The total amount of funding for the **2008 Urban Drought Assistance Grant Program** under Proposition 50 is \$12 million. Of the total \$12 million for this program, \$2 million will be designated for Disadvantaged Communities at the discretion of DWR.

Applicants that apply as a disadvantaged community must document that they have an annual Median Household Income (MHI) of less than 80 percent of the statewide annual MHI. Using Census 2000 data, 80 percent of the statewide MHI is \$37,994.

**Note:** DWR will also release a separate 2008 Prop 50 Water Use Efficiency Grant Program PSP for Agricultural (\$18.3 million) and Urban (\$5 million) water use efficiency projects, tentatively scheduled for summer 2008.

Also, DWR has a \$12 million low-interest loan program for agricultural water conservation projects. Please see details at:

[www.owue.water.ca.gov/finance/index.cfm](http://www.owue.water.ca.gov/finance/index.cfm)

The proposal solicitation, review, and selection process is a **one-step solicitation process**. The proposals must meet the minimum eligibility requirements. Successful qualifying applications will be considered for funding based primarily on the percentage of applicant's cost-share.

**BACKGROUND, GOALS, AND OBJECTIVES**

Current water shortages and the drought conditions declared by the Governor call for a fast track assistance program to help urban communities to immediately implement efficiency projects that will help cope with water shortages and drought conditions.

## ELIGIBLE APPLICANTS

The following entities that are involved with water management are encouraged to apply:

Cities; counties; cities and counties; joint power authorities; public water districts; tribes; non-profit organizations (including water management groups); other political subdivisions of the State; investor owned utilities regulated by the California Public Utilities Commission (PUC); mutual water companies; universities and colleges; State agencies; federal agencies; partnerships; cooperatives; and associations composed of eligible entities.

**Note:** Urban water suppliers (and any co-applicants and cooperators that are urban water suppliers) who are required by the Urban Water Management Planning Act to submit an Urban Water Management Plan to DWR must have submitted a plan to DWR to be eligible to apply for these funds.

**Note:** These funds provide an opportunity for urban water suppliers to receive funds in order to bring them in compliance with the requirements of Assembly Bill 1420 (Laird). This law will become effective on January 1, 2009. One of the requirements of AB 1420 is that DWR condition a water management grant or loan made by DWR to an urban water supplier on implementation of Demand Management Measures (DMMs). DWR equates DMMs with urban Best Management Practices as defined in the California Urban Water Conservation Council (CUWCC) Memorandum of Understanding Regarding Urban Water Conservation in California (MOU). For additional information on AB 1420, and BMP's please visit following web site:

[www.leginfo.ca.gov/cgi-bin/postquery?bill\\_number=ab\\_1420&sess=CUR&house=B&author=laird](http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=ab_1420&sess=CUR&house=B&author=laird).

[www.cuwcc.org/home.html](http://www.cuwcc.org/home.html)

Applicants who wish to collaborate on a project and pursue a regional approach to water use efficiency, water shortages, and drought mitigation projects may elect to use a contractor/subcontractor relationship, a joint venture, joint powers of authority or other appropriate mechanism. Contracts shall be executed with one eligible entity only. The proposal shall clearly indicate who will sign the contract, and who will thereby be responsible for payments, reporting, and accounting.

## ELIGIBLE URBAN DROUGHT ASSISTANCE GRANT FUND PROJECTS

An eligible project may include urban water use efficiency projects ready for immediate implementation that will result in helping urban communities with water shortages and drought mitigation. This includes water and energy efficiency, conservation, reduction in water use, water quality improvements, and projects with multiple benefits, including projects that will help a local agency fulfill the goal of reducing per capita water use by 20 percent by 2020. Examples include urban BMPs, potential BMPs, as well as urban projects that implement the recommendations of the Smart Landscape for California (AB 2717) Landscape Task Force recommended actions ([www.cuwcc.org/home.html](http://www.cuwcc.org/home.html)).

Following is a non-exclusive list of possible eligible projects:

- BMP 1: Water Survey Program for Single-Family and Multi-Family Residential Customers
- BMP 2: Residential Plumbing Retrofit
- BMP 3: System Water Audit, Leak Detection, Leak Repairs
- BMP 4: Metering with Commodity Rates for All New Connections, Retrofit of Existing Meter Connections
- BMP 5: Large Landscape Conservation Program and Incentives
- BMP 6: High-Efficiency Washing Machine Rebate Program
- BMP 7: Public Information
- BMP 8: School Education
- BMP 9: Conservation Programs for Commercial, Industrial, and Institutional (CII) Accounts
- BMP 10: Wholesale Agency Assistance Program
- BMP 11: Conservation Pricing
- BMP 12: Conservation Coordinator
- BMP 13: Water Waste Prohibition
- BMP 14: Residential ULFT Replacement Program
- Potential BMPs identified in the California Urban Water Conservation Council (CUWCC) MOU
- Other innovative projects that will help urban communities reduce the impacts of water shortages and drought, including but not limited to rebate or direct installation programs to encourage customer adoption of water saving measures such as waterless urinals, high efficiency toilets, turf removal, weather based irrigation controllers, 1.5 gpm showerheads, commercial equipment including connectionless food steamers, water efficient ice machines, pre-rinse spray valves, high efficiency commercial clothes washers, and cooling tower electrical conductivity controllers

## **LIMIT ON NUMBER OF APPLICATIONS**

Any eligible applicant may submit multiple applications requesting funds for separate projects.

## **SELECTION CRITERIA**

DWR will rank submitted applications in descending order of the percent of applicant's cost-share. A minimum of 20 percent cost-share is required of all applicants. The higher the applicant's cost-share percentage, the higher the proposal ranking will be and the higher the probability of receiving funding. This ranking by cost-share does not apply to applicants that qualify as Disadvantaged Communities, who will be considered separately for funding from the \$2 million portion of available funds. The State reserves the right to accept, modify, or reject any proposal for good cause, including, but not limited to, reasonableness of project costs, implementation schedule, and demonstrated capability of applicant to perform on a timely manner.

## **PROJECT LOCATION**

Projects anywhere within California are eligible.

## **PROJECT BENEFITS**

Eligibility does not guarantee funding. A proposed project must identify benefits to the State and or local agencies. Benefits to the State are water savings, increased in-stream flow or improved flow timing, improved water quality, helping urban communities with water shortages and drought mitigation measures, and increased energy conservation from projects in the Bay-Delta Watershed or other parts of the State, which can increase local water supply reliability.

## **INELIGIBLE PROJECTS**

Proposition 50, Water Code Section 79550(g), is the funding source for this grant program. The Water Code limits funding to water use efficiency projects. The following projects are not eligible:

- Wellhead rehabilitation
- New storage tanks providing expanded capacity
- Water supply development
- Water treatment
- Wastewater treatment
- Flood control
- Conjunctive use
- Recycled water
- Groundwater banking projects
- Replacement of existing funding sources for on-going projects
- Political advocacy
- Purchase of water
- Establishment of a reserve fund
- Applicant's litigation costs
- Projects that do not achieve water savings, improve in-stream flow and timing, improve water quantity, or provide water quality benefits to the State
- Projects required by regulation, law, or contract
- Installation of water meters, other devices or systems for new construction
- Visitor centers
- Water meter replacement, water meters for new construction, new landscapes, new irrigation systems, and dedicated water meters for new landscapes.

## **FUNDING RULES**

Please keep the following in mind when applying for funds:

- Administrative costs must be reasonable, generally five to ten percent for most projects. Projects with unjustified or excessive administrative costs may be awarded reduced funding. Applicants may use their justifiable administrative costs as a local cost share.
- Capital outlay expenditures must be tied immediately and exclusively to the achievement of the project purposes. Equipment (including computers, vehicles, etc.) which can be used for other purposes are not eligible for funding.
- Construction, improvement, repair, and renovation projects, as well as projects involving the purchase and installation of project-specific equipment, or other water saving devices, may be eligible for funding.

- Projects that involve the applicant's customers purchasing eligible equipment or devices, for which the applicant provides a rebate after installation, may be eligible for funding.
- Demonstration garden projects are eligible for funding.
- Costs specific to the construction or renovation of buildings are not eligible for funding.

## TARGET DISTRIBUTION OF FUNDS

Funds are available in the following categories:

	<b>Total</b>
Urban Drought Assistance Projects	\$10,000,000
Drought Assistance for Disadvantaged Communities*	\$2,000,000*
<b>Total</b>	<b>\$12,000,000</b>

\*Commitment of these funds is at the discretion of the Department of Water Resources

## FUNDING CAPS (up to 80 percent State cost-share)

The State will consider funding up to \$250,000 per eligible project or program serving a single retail service area of any size. For wholesale suppliers or other entities proposing regional projects or programs serving multiple service areas, funding caps will be based on the number of retail urban water suppliers (as defined in the Water Code) served by the proposed program.

<b>Programs Serving at Least This Many Retailers</b>	<b>Are Eligible for State Cost-Share Grants of Up To</b>
<b>1</b>	<b>\$250,000</b>
<b>5</b>	<b>\$1,000,000</b>
<b>10</b>	<b>\$2,000,000</b>
<b>20</b>	<b>\$4,000,000</b>

## COST-SHARE

The applicant is responsible for providing a minimum of 20 percent cost-share (applicant cost-share) or donated services from non-state sources. "Cost-share" means funds made available by the grant recipient from non-state sources. Cost-share may include, but is not limited to, federal funds, local funds, or donated and in-kind services from non-state sources. For a State agency, cost-share may include State funds and services.

If the applicant is requesting a waiver of cost-share based on disadvantaged communities, the decision to grant, modify, or reject the request is at the discretion of DWR. The total funds for disadvantaged communities are \$2 million, distribution of which will be at the discretion of DWR upon the selection of qualified projects.

Project costs incurred after November 5, 2002, but prior to the effective date of the grant contract, are not eligible for reimbursement, but may be considered, at DWR's discretion, as a part of the applicant's local cost-share. Reimbursement is subject to contract execution.

## **DURATION OF PROJECTS**

The Urban Drought Assistance Grant Program is for immediate implementation of projects that will help urban communities to cope with water shortages and drought. Therefore, project duration may be up to two years from the contract execution. Proposal timelines and budgets will be incorporated into the contract. In addition, since funding may be awarded only for certain tasks in submitted proposals, applicants should clearly show project duration by task.

## **AGREEMENT REQUIREMENTS**

**a. Standard Terms and Conditions.** Projects selected for funding will be subject to standard terms and conditions as specified by authorizing legislation and DWR contract procedures. Funds will be delivered in accordance with the executed agreement.

**b. Reports.** Projects selected for funding will be required to submit quarterly fiscal and programmatic reports throughout the project implementation, and a comprehensive final report that documents benefits and costs at the end of the project. A funded agency is required to submit an annual benefit and cost update each year for five years after the completion of the project. Report formats will be included in the contract package. All data and information obtained under the contract will be public information.

## **ENVIRONMENTAL DOCUMENTATION REQUIREMENTS**

A plan for compliance with environmental requirements must be included in the application. All applicants are responsible for and required to submit all necessary permits, licenses, and approvals, including the California Environmental Quality Act, the California Endangered Species Act, and all engineering and design permits, if applicable.

### **Permits**

Grantee is responsible to obtain all necessary permits, licenses, and approvals, including the California Environmental Quality Act, the California Endangered Species Act, and all applicable engineering and design permits, if applicable. This will be one of tasks of the project.



## QUESTIONS? NEED ASSISTANCE? CONTACT:

### Questions on PSP grant program:

Baryohay Davidoff (916) 651-9666, [baryohay@water.ca.gov](mailto:baryohay@water.ca.gov)

Or send an e-mail to [WUE@water.ca.gov](mailto:WUE@water.ca.gov): Water Use Efficiency staff will respond to your e-mail.

### Questions on Urban Water Management Plans and AB 1420 only:

Dave Todd, (916) 651-7027, [dtodd@water.ca.gov](mailto:dtodd@water.ca.gov)

### Questions on Disadvantaged Communities, Tribal, and Environmental Justice only:

David Rolph for Disadvantaged Communities related issues at (916) 651-9635,  
[droph@water.ca.gov](mailto:droph@water.ca.gov)

Barbara Cross for Tribal and Environmental Justice related issues at (916) 653-5150,  
[bcross@water.ca.gov](mailto:bcross@water.ca.gov)

For technical assistance on development and preparation of proposals, please contact:

Jessi Snyder, Self Help Enterprises (for San Joaquin Valley Counties) at  
(559) 651-1000 ext 693, [jessis@selfhelpenterprises.org](mailto:jessis@selfhelpenterprises.org)

Dr. Stuart Style, Cal Poly San Luis Obispo (statewide) at (805) 756-2434, [sstyle@calpoly.edu](mailto:sstyle@calpoly.edu)

### Questions on FFAST only:

Please contact State Water Resources Control Board's (SWRCB) FFAST Help Desk at 1-866-434-1083,  
Monday through Friday from 8:00 AM - 5:00 PM, or email [FFAST\\_ADMIN@waterboards.ca.gov](mailto:FFAST_ADMIN@waterboards.ca.gov).

**Important Note:** All e-mails sent to [FFAST\\_ADMIN@waterboards.ca.gov](mailto:FFAST_ADMIN@waterboards.ca.gov) MUST contain the following  
identifier in the subject line: **DWR Prop 50 2008 Drought Assistance Grant Program**

**An electronic copy of this PSP and all Application Forms can be found online at: <http://www.owue.water.ca.gov/finance/index.cfm>**

**PROPOSAL DUE DATE: July 21, 2008, 5:00 pm.**

**SUBMIT ON-LINE PROPOSAL:** Applicants must submit proposals through the SWRCB's Financial Assistance Application Submittal Tool (FAAST) on this website:

<https://faast.waterboards.ca.gov/>.

Applicants will need to sign up for a FAAST user account. A detailed guide on how to use FAAST and submit proposals is located on the Office of Water Use Efficiency and Transfers website at: <http://www.owue.water.ca.gov/finance/index.cfm>.

FAAST will not accept applications after 5:00 PM on July 21, 2008.

## **WHAT TO SUBMIT**

Applicants must create an account through FAAST and complete their on-line application. Applicants must attach the following three Attachments with their one-step on-line application:

**Attachments shall be in 12-point font. Please use the attachment templates provided on DWR's website:**

[www.owue.water.ca.gov/finance/index.cfm](http://www.owue.water.ca.gov/finance/index.cfm)

### **Attachment 1:**

Applicant's Letter of Commitment and Signatory page

### **Attachment 2:**

A word document which must be complete, precise, clear, and to the point, describing project and tasks associated with the project. Please follow the outline provided in Attachment 2.

### **Attachment 3:**

Please complete a spreadsheet **using the template included as Attachment 3 to the PSP, detailing** the budget for the project. The Tasks on the Attachment 2 must be identical to Tasks on this form.

**Submit all attachments via FAAST. FAAST will not accept any applications past 5:00 p.m. on July 21, 2008**

**2008 Urban Drought Assistance Grant Program**  
**Attachment 1**  
**Applicant's Letter of Commitment**  
**and**  
**Signature Page**

Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

By signing below, the official declares the following:

- The truthfulness of all representations in the proposal
- The applicant agency commits to a contractual agreement to implement Scope-of-Work for this project
- The individual signing the form has the legal authority to submit the proposal on behalf of the applicant
- There is no pending litigation that may impact the financial condition of the applicant or its ability to complete the proposed project
- The applicant will comply with all terms and conditions of the contract if selected for funding, and
- The applicant has legal authority to enter into a contract with the State.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Attachment 2 – Project Description**

**(Statements and schedules will be included in the contract contingent on grant award. Please be precise and to the point. Please limit to five pages. Texts only, do not use text boxes. Text boxes are not compatible with the FAAST application tool.)**

### **Exhibit B Statement of Work (Applicant Name) (FAAST Pin Number)**

#### **B-1 Project Goals and Objectives**

(List goals and objectives)

#### **B-2 Project Description**

(List project description)

#### **Tasks (Text only, No Text Box)**

(Tasks must match tasks listed in Attachment 3 – Project Costs)

##### **Task 1**

###### **Subtask 1.1**

##### **Task 2**

###### **Subtask 2.1**

#### **Schedule (Text only, No Text Box)**

**Benefits (Text only, No Text Box)**

Water Quantity - (insert text)

In-stream Flow - (insert text)

Water Quality - (insert text)

Water shortages/Drought mitigation – (insert text)

Energy - (insert text)

Other Benefits

**Deliverables (Text only, No Text Box)**

The Grantee is responsible for the following deliverables:

- Quarterly reports documenting progress, task completion, and project success.
- Draft Final Report - The draft final report and associated data at contract end date;
- Final Report - Due approximately one month following the contract end date;
- Annual Updates on Benefits & Costs for 5 consecutive years;
- Projected benefits will be validated through data analysis and reported according to Monitoring and Verification Plan.

**B-3 3 Project Monitoring and Evaluation Plan**

Pre-Project Conditions, Baseline Data, Assumptions and Accuracy of Data - (insert text)

Monitoring Plan and Performance Measures- (insert text)

Post Project Verification of Results & Benefits - (insert text)

Estimated Monitoring and Evaluation Costs - (insert text)

**B-4 Qualification of Applicants and Cooperators (Text only, No Text Box)****B-5 Outreach, Community Involvement, and Acceptance (Text only, No Text Box)**

**B-6 Budget**

The total cost for this project is \$ . The total State share expenditure must not exceed \$ , with Grantee local cost share of \$ , for expenditures specified in the Attachment 3 – Project Cost. *(Attachment 3 is for the detailed Budget –Do not insert the Attachment 3 budget into this form.)*

**B-7 Schedule for Progress Reports and Payments: (Text only, No Text Box)****Schedule for Completion of Project Tasks and Deliverables: (Text only, No Text Box)****Task #****Deliverables****Project Progress Reports/Invoices/Deliverables Completion Date: (Text only, No Text Box)**

1<sup>st</sup> Quarterly Report & Invoice: (Required for each Quarter up to Project Completion Date)

2<sup>nd</sup> Quarterly Report & Invoice: (etc.)

Contract End Date:

Draft Final Report:

Final Report & Retention Invoice:

Annual Update Reports: (Required annually after the project is completed for five years.)

1st Annual Report:

2nd Annual Report:

3rd Annual Report:

4th Annual Report:

5th Annual Report:

## Attachment 3 Project Costs

**Applicant:**

**PIN #**

**Project Title:**

THE TABLE IS FORMATTED WITH FORMULAS.

FILL IN THE SHADED AREAS ONLY.

Projects must complete Life of investment, column VII. Do not use 0.										
Tasks/subtasks		Year 1	Year 2	Total	Contingency %	Cost + Contingency \$	Applicant cost share,\$	State Share,\$	Life of investment, year	Annualized Costs
(I)		\$	\$	\$	(III)	(IV)	(V)	(VI)	(VII)	(IX)
(a)	<b>Task 1- Administration/management<sup>1</sup></b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>Subtotal, Administration Costs</b>	--	--	--		--	--	--		-
(b)	<b>Task 2- (specify)</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>subtotal, Task 2</b>	--	--	--		--	--	--		\$0
(c)	<b>Task 3-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>subtotal, Task 3</b>	--	--	--		--	--	--		\$0
(d)	<b>Task 4-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>Subtotal, Task 4</b>	--	--	--		--	--	--		\$0
(e)	<b>Task 5-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>subtotal, Task 5</b>	--	--	--		--	--	--		\$0

(f)	<b>Task 6-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>subtotal, Task 6</b>	--	--	--		--	--	--		\$0
(g)	<b>Task 7-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>Subtotal, Task 7</b>	--	--	--		--	--	--		\$0
(h)	<b>Task 8-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>subtotal, Task 8</b>	--	--	--		--	--	--		\$0
(i)	<b>Task 9-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>Subtotal, Task 9</b>	--	--	--		--	--	--		\$0
(j)	<b>Task 10-</b>									
	subtask 1-			-		-		-		----
	subtask 2-			-		-		-		----
	<b>subtotal, Task 10</b>	--	--	--		--	--	--		\$0
(k)	<b>TOTAL</b>	\$0	\$0	\$0		\$0	\$0	\$0		<b>\$0</b>
(l)	Cost Share -Percentage							0%	100%	

1- excludes administration O&M.